

DIRECTOR OF PROGRAM DEVELOPMENT II (GRANT ACCOUNTING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates and assists in the direction, coordination and implementation of short and long-range fiscal policies, programs and procedures for the County-wide grants accounting function. An incumbent of this class serves as a subject matter expert for the grant accounting function is responsible for coordinating the activities of fiscal representatives in County departments to ensure accurate and timely accounting procedures. Wide latitude is given for the exercise of independent judgment as incumbents supervise and monitor all financial procedures relating to grant accounting and reporting. Supervision is exercised over a limited number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages the fiscal operations of all Federal, State and local grants issued throughout the County by supervising, planning and implementing financial policies and procedures;

Ensures County departments are in compliance with Federal and State grant reporting procedures and deadlines and maintains close contact with fiscal staff on same;

Ensures County department appropriations and expenditures for all grant accounts are in accordance with guidelines issued by the granting entity and maintains close contact with fiscal staff on same;

Reviews all County-wide grants for reporting accuracy, including revenue and expense reports, status reports, cash flow reports and cost control procedures;

Supervises and/or participates in the internal accounting of County-wide grants; including recording grant appropriations, posting of transfers, deposits, journal entries and expenditures disbursed from grant funds;

Maintains and modifies financial management information and accounting systems to ensure compliance with contractual agreements;

Maintains effective liaison with Federal and State employees, independent auditors and senior level departmental financial staff;

Participates in meetings with the Commissioner and/or Deputy Commissioner on issues relating to grant accounting, reporting, and other issues within area of assignment;

Keeps abreast on all issues regarding financial activities within area of assignment, with particular attention given to changing laws and regulations, trends within the field, and the operation of other agencies comparable in size to Westchester County;

Keeps abreast of and implements new methods used to evaluate and measure the efficiency of fiscal operations in area of assignment;

Supervises and directs the preparation of all mandated reports on fiscal and related activities within area of operation, ensuring accuracy and consistency;

May supervise and/or participate in related fiscal operations as assigned by the Commissioner of Finance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of applicable Federal, State and local laws and regulations as they relate to grant financing and reporting; thorough knowledge of modern accounting and auditing theory and practice, and generally accepted accounting principles as they relate to grant financing and reporting; thorough knowledge of financial management and cost control theory and practices as it relates to grant financing and reporting; good knowledge of automated financial systems designs and techniques; good knowledge of financial office procedures and practices; ability to plan and direct the work of professional accounting and clerical employees; ability to organize and initiate accounting systems for new programs; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with Federal, State and County officials as well as members of the financial community; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; discretion; tact; accuracy; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Accounting, Business Administration, Finance, Economics or a closely related field, including satisfactory completion of 24 credits in Accounting and six years of experience where the primary function of the position was financial operations, three years of which must have included the oversight of grant accounting and where two years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in one of the fields stated above may be substituted for one year of experience in financial operations. There is no substitute for the specialized or supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: E0937
Job Group: XIV